



JOB DESCRIPTION

Job title:	Assistant Producer
Line Manager:	Senior Producer (Head of Theatre)
Length of contract:	Permanent
Based at:	As the Hijinx office in Wales Millennium Centre is currently closed, this role may have to work from home initially. Once the office opens, we anticipate a combination of working from home and the office, with travel to meetings.
Salary:	£21,000
Hours:	Full-time with some evening and weekend work for which time off in lieu is given
Holiday entitlement:	25 days annual leave (pro rata for part-time and fixed term contracts) plus statutory bank holidays
Notice period:	One months' notice after successful completion of the probationary period
Safeguarding:	Offer of employment is subject to an Enhanced DBS check
Right to work:	The successful applicant will be required to provide documentation of their right to live and work in the UK.
References:	All offers of employment are subject to the receipt of satisfactory references.

Overview

As part of our theatre team, the Assistant Producer will provide the essential administrative support to get our shows on the road, supporting the creation, rehearsal and touring of our theatre and street theatre productions. This is a varied role where no two days will be the same.

The Assistant Producer will work closely with the Senior Producer and Artistic Director, as well as colleagues across the organisation, to contribute to the realisation of Hijinx's mission and mission and operating according to its values.

Key Responsibilities

Theatre Activities

- Lead communications with Hijinx Actors (and their support networks) to enable their participation with Hijinx's theatre projects.
- Coordinate the production of Hijinx's street theatre programme, working alongside the Academy Director, and lead any related commissioning, fundraising & touring logistics.
- Represent the company on tour nationally and internationally as required.
- Contribute to Theatre House's knowledge of UK/European/International touring opportunities by conducting research, attending networking events and efficiently recording/maintaining findings.
- Use Salesforce to maintain an efficient contact database.
- Assist the creation and monitoring of project budgets, sourcing of items/resources within their allocated budgets.
- Attend, and minute where necessary, production meetings.

Company Support

- Assist the Production Manager with the maintenance of company risk assessments.
- Represent Hijinx to industry bodies, specifically outdoor arts networks, including Articulture, Outdoor Arts UK & XTrax.
- Assist in filing to official bodies (HMRC, ACW, ACE, ITC etc) by managing A1 forms, DBS applications, participation reports etc.

Other

- Represent Hijinx to external stakeholders and positively promote the organisation at all levels.
- Participate in any internal or external training and development provided by the charity.

As well as the duties and responsibilities listed and in keeping with our collaborative approach, the postholder may be required to do any other general work appropriate to their role at the direction of their line manager.

How to apply

If you think you are a good fit for the role and would like to apply, please send us:

1. A **current CV** telling us about your work experience to date – ensuring you highlight relevant experience, skills, and qualifications.
2. A **covering letter** of no more than two sides – telling us why you are the right candidate and how you would approach the responsibilities of the role.
3. A **Diversity Monitoring Form** – to be completed online [here](#) – please confirm in your covering letter that you have completed this form.

Applications should be sent to our HR consultant hradmin@peopleclever.com

Applications will close at **9am on Tuesday 31 August 2021** with shortlisting taking place that week. Interviews will be scheduled for the week commencing 13 September 2021.

If you have any accessibility requirements, require any other reasonable adjustments, or require the role information in a different format, please contact us on info@hijinx.org.uk

PERSON SPECIFICATION

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	Essential	Desirable
Skills & Abilities		
Effective communicator	x	
Ability to develop and maintain positive internal and external relationships at all levels	x	
Computer literate, able to learn and work with a range of office software packages	x	
Familiarity with preparing risk assessments for events		x
Organised, efficient, flexible, and adaptable self-starter with excellent attention to detail	x	
Welsh Speaker		x
Multi-lingual skills, in addition to English or Welsh proficiency		x
Ability to manage workload and time, effectively prioritise, and meet tight deadlines	x	
Ability to work creatively and collaboratively to address challenges	x	
Experience		
Demonstrable experience and knowledge of project administration in a busy creative environment		x
Experience of fundraising applications and budgeting		x
Experience of building relationships with festivals / venues		x
Knowledge of the Wales arts scene		x
Knowledge of the inclusive & disability arts sector in Wales (or beyond)		x
Experience of carrying out and presenting incisive and insightful research in the creative sector		x
Experience of taking notes and producing accurate minutes		x
Attitude		
Highly motivated with a passion for the arts	x	
Enjoys a busy working environment, able to hit the ground running and work on multiple projects concurrently	x	
Committed to inclusion and accessibility	x	
Passionate learner who is always striving to seek new ideas / approaches	x	
Handles difficult situations calmly and contributes to finding a way forward	x	
Shows sensitivity and respect to others	x	
Excellent team player, with a flexible approach to working practices	x	